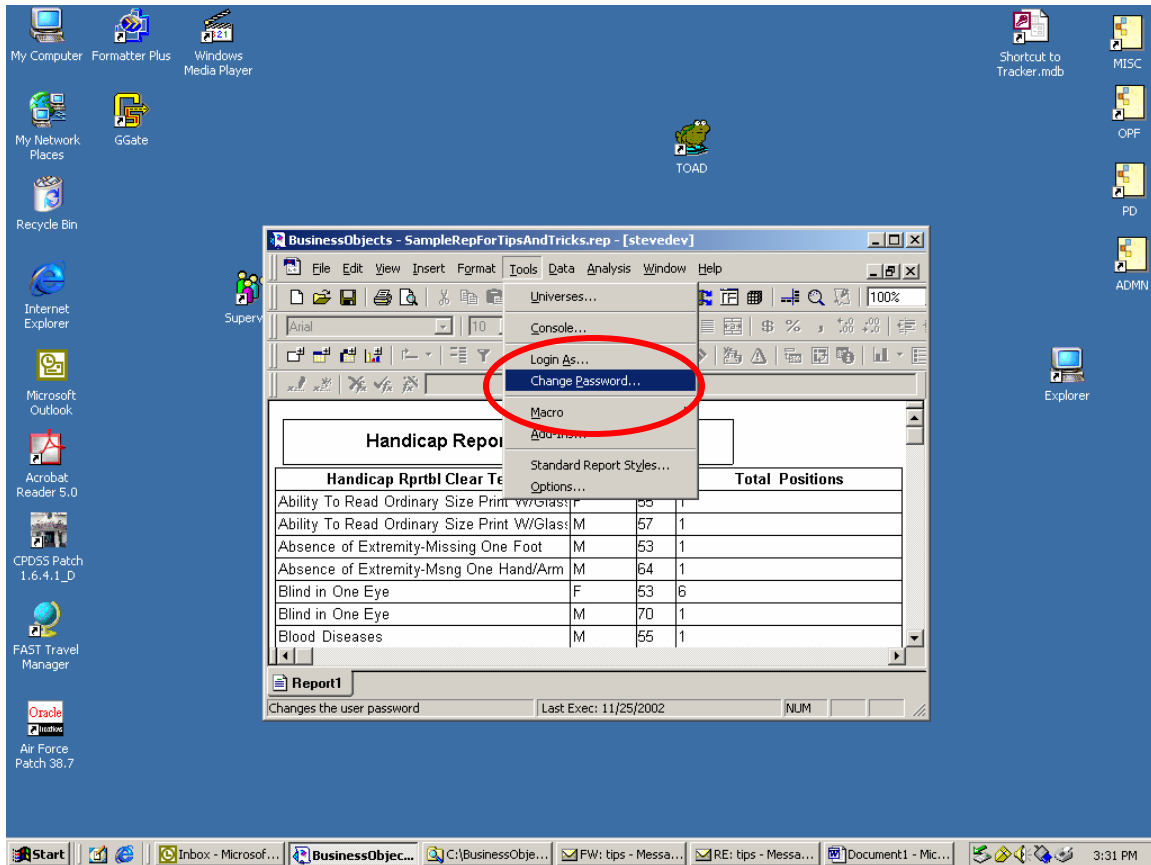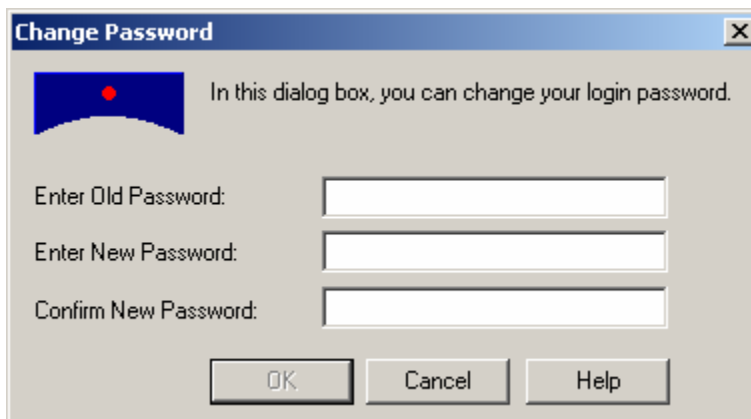# How to change a Password in Business Objects

Here's the procedure for changing your Business Objects password:

Click on Tools, Cursor down to Change Password. The next dialog appears:

Here you will enter your old password and then enter the new password twice. If you do not enter the new password successfully the second time, the dialog will not let you change it. Keep in mind that the password must be at least eight characters, have a combination of letters and numbers and contain at least one special character (!, $, #, etc).